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AM-402-1-2

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Voiding a “Cash Deposit Slip”

If a “Cash Deposit Slip” (28-1420-4916) [AM-402-1-1] has been rendered worthless for any reason, DO NOT DISCARD IT. Instead, take the following actions:

- Print “VOID” across the face of the form in large letters. Be sure that the word “VOID” has been transferred to all copies.
- Retain green copy of voided “Cash Deposit Slip” for file.
- Forward the 4 remaining copies of the form to Department of Audits.